

Bylaws of the Economic Development Task Force

I. PURPOSE

The purpose of the Economic Development Task Force is to advise the Town Council on initiatives related to economic development and downtown improvements.

II. OBJECTIVE

The objective of the Economic Development Task Force is to forward the economic development Goals, Policies and Strategies in the Comprehensive Plan as well as any other goals the Town Council may assign as economic development initiatives. This task force will be the lead agency as an advisor on implementation of economic development projects as outlined in the Bar Harbor Comprehensive Plan, to finalize implementation of the 2000 Downtown Master Plan and any other pertinent documents and economic development initiatives, or projects as may be requested by the Town Council.

III. GOAL

The goal of the Economic Development Task Force is to prepare an economic development plan, finalize implementation of 2000 Downtown Master Plan, and work on other projects related to economic development practices as approved and requested by the Town Council.

IV. REPORTING

The Task Force shall meet with the Town Council every 12 weeks to submit a verbal and written progress report. An annual written report aligned with the reporting requirements in the Implementation Plan for the Comprehensive Plan shall be submitted and presented verbally to the Council. Request for action by the Task Force may be submitted at any time to the Town Council for review.

V. STAFF SUPPORT

As assigned by the Town Manager, the Planning Department shall function as the primary professional and administrative support to this Task Force; however, services and support from the Code Enforcement, Harbormaster's Office, the Department of Public Works and the Police and Fire Departments may also be utilized as assigned by the Town Manager.

VI. TASK FORCE COMPOSITION

1. The Task Force shall be composed of 13 members, including:
 - a. 1 Chamber of Commerce Board member or its designee (The Executive Director will serve as a resource group member)
 - b. 1 Bar Harbor Bed & Breakfast Association member
 - c. 1 Bar Harbor Merchant's Association representative
 - d. 1 Resident working in the real estate industry
 - e. 1 Resident representing "anchors" in the downtown. (These anchors include, but are not limited to the financial institutions, the Abbe Museum, MDI Hospital, Jesup Library, and other similar institutions or facilities of the Town

- Council's choosing.)
- f. 1 Resident business owner of the downtown district (business districts or the Downtown Residential district)
 - g. 1 Resident business owner of the Town Hill districts
 - h. 1 Resident business owner on Route 102
 - i. 1 Resident business owner on Route 3, outside of the downtown
 - j. 1 Resident member representing Acadia National Park
 - k. 1 Resident member representing Jackson Laboratory
 - l. 1 Resident member representing College of the Atlantic
 - m. 1 Resident member representing the MDI Biological Laboratory
2. For purposes of this task force membership, the term "resident" shall mean the individual is a registered voter in the Town of Bar Harbor and additionally the term "business owner" may include a former business owner in Bar Harbor as well as a current business owner.
 3. For organization representatives, the respective organization shall nominate a candidate for possible appointment by the Council. The terms of all members shall expire on June 30 of each year.
 4. Resource groups are other standing committees or Boards that shall be notified of all meetings and provided agendas in order to allow ample opportunity for active participation and coordination in the work of this Task Force. Individuals may also serve as resources by request to the Planning Department for placement on a mailing list. Resource groups are:
 - a. Planning Board
 - b. Design Review Board
 - c. Harbor Committee
 - d. Corridor Management Committee
 - e. Cruise Ship Task Force
 5. Each member representing an organization shall serve as its liaison, keeping the respective group informed of Task Force progress and involving the organization's members in Task Force decision-making.
 6. All meetings of the Task Force shall be open to the public and notice thereof shall be given as provided below.
 7. Discussion of Task Force business by seven or more members outside of a properly posted meeting is illegal under the Maine Freedom of Access Act and is forbidden.
 8. Notice of the meetings of the Task Force shall be so given that all members shall have reasonable opportunity to make plans to attend. In advance of the meeting, members anticipating absence shall notify the Planning Director, who shall forward that notice to the officer presiding at the meeting. A member shall forfeit his/her membership on the Task Force if he/she fails to attend two meetings of the Task Force in any one calendar year without being excused by a vote of the Task Force membership.

9. A quorum of the Task Force shall consist of seven members.
10. Passage of a motion shall require the affirmative vote of a majority of those members present and voting.
11. Any member of the Task Force may submit to the Town Council a minority report during Reporting phases or on interim action recommendations.

VII. ORGANIZATION

The Task Force shall organize itself, at its first scheduled meeting, by electing a Chair, Vice Chair and Secretary. Thereafter, elections shall be held each July for all positions.

VIII. DUTIES OF THE CHAIR

1. The Chair shall preside at all meetings of the Task Force when present.
2. In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.
3. The role of the Chair is to facilitate discussion and seek consensus of the Task Force in order fulfill the Objective (Article II) and Goal (Article III).
4. The Chair shall serve as the primary point of contact for staff for the coordination of follow-up, Committee and Staff assignments, and the assembly of agendas.
5. The Chair, or his/her designee, shall present periodic progress reports to the Town Council as required by Article IV, Reporting.
6. The Chair may appoint speakers to give the Town Council both sides of any recommendation under consideration or discussion.

IX. DUTIES OF THE SECRETARY

1. The Secretary shall keep a faithful and complete record of all meetings, including attendance and any action taken, and provide a signed, true copy of the minutes to the Planning Department, which shall forward copies to the Town Clerk for filing and distribution to the Town Council.
2. In the absence of the Chair and the Vice Chair, the Secretary shall serve in the capacity of Chair and may appoint a Secretary Pro Tem.

X. APPOINTMENTS AND RESIGNATIONS

1. Task Force, seats shall be filled as follows:
 - a. For organization representatives, the respective organization shall nominate a candidate for appointment.
 - b. The names of the nominees shall be forwarded to the Town Clerk who shall refer them to the Town Council for its review and consideration.
 - c. The Town Council may appoint a member from either the nominations received

or such other individual as the Council feels appropriate.

2. Members wishing to resign from the Task Force shall submit their resignation to the Town Clerk, who shall forward the resignation to the Town Council for acceptance. As a courtesy, the resigning member should also inform staff or the Task Force Chair.

XI. MEETINGS

Meetings shall be conducted monthly at a minimum, with the schedule of meetings approved by the Task Force. The Planning Director shall schedule the first meeting of the Task Force at a time convenient for a majority of the members.

XII. AGENDA

1. Regular meetings shall be conducted utilizing the following order of business:
 - a. Call to Order
 - b. Approval of Minutes
 - c. Adoption of Agenda
 - d. Staff Reports
 - e. Regular Business
 - f. Public Comment
 - g. Matters for Next Meeting
 - h. Date/Time/Location for Next Meeting
 - i. Adjournment
2. The Planning Director in consultation with the Chair shall set the agenda.
3. Copies of the agenda shall be mailed to the Task Force and the local press at least five days prior to a meeting.
4. The agenda shall be posted in the Municipal Offices at least five days prior to a meeting.
5. Items for the agenda shall be submitted to the Planning Director by noon six days prior to the meeting.
6. Once posted, no items may be added to the agenda, except that by a two-thirds vote of the Task Force members present and voting, the Task Force may add items where:
 - a. Significant inconvenience may result if the matter is postponed, or
 - b. The routine nature of the request is expected to be of little public interest.

XIII. PROCEDURE

Unless otherwise provided herein, the officers and members shall conduct all meetings as set forth in the latest edition of Robert's Rules of Order.

XIV. TERMINATION

Unless these bylaws are amended by the Town Council, the Task Force shall automatically terminate twenty-four months from the first meeting.

XV. AMENDMENT

These bylaws may be amended only by action of the Town Council.

Legislative History:

<i>Council Adopted:</i>	<i>Adopted 11/20/07 except VI (1)</i>
<i>Council Adopted:</i>	<i>Adopted 12/18/07 section VI (1)</i>
<i>Council Adopted:</i>	<i>Final 1/15/08</i>